

# Chapter 1

## AIR FORCE DODAACs, SRANs, AND STATION NUMBERS

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**1.1. General.** The terms, Department of Defense Activity Address Code (DODAAC or AAC), Stock Record Account Number (SRAN), and Station Number are synonymous within this chapter.

1.1.1. The DODAAC or SRAN is a six-position code which identifies the mailing, shipping, and billing addresses for various government agencies. The code is used for accounting purposes and for controlling assets which are issued, received, shipped, or stored.

1.1.2. The SRAN is used to identify production and repair contractors which may be authorized government-furnished materiel (GFM) or government-furnished equipment (GFE) and connotes accountability for government property.

1.1.3. Address codes are published in DoDM 4000.25-6, DoD Activity Address Directory (DODAAD).

1.1.3.1. The code appears in the first six positions of the document number.

1.1.3.2. The first position is always "E," "F," or "J" for the Air Force according to the service assignment codes (volume I, part four, attachment 2).

1.1.3.3. A "D" is used for military assistance transactions (see DoDM 4000.25-8, Military Assistance Program Address Directory System (MAPAD)).

1.1.4. DODAACs are maintained in the DO35T Stock Control and Distribution Subsystem.

1.1.4.1. The service point for all Air Force requirements is HQ AFMC LSO/OTC, 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB OH 45433-5006.

1.1.4.2. Requests for new accounts, changes, and deletions are submitted through your major command (MAJCOM) DODAAC monitor to the Air Force Service Point (HQ AFMC LSO/OTC) as soon as possible after a requirement is known.

1.1.4.3. On-line interrogations of DODAACs can be made at any location with a personal computer and a modem or Defense Data Network (DDN) connection. Contact with the Service Point can be made by either telephone (Commercial (513) 257-7136, DSN 787-7136), FAX (787-7680), or mail (HQ AFMC LSO/OTC, 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB OH 45433-5006).

1.1.4.4. The D035T system interfaces with the Defense Automatic Addressing System (DAAS), Gentile AFB OH and Tracy AFB CA and with Air Logistics Center functions of contracting, inventory control, maintenance, accounting and finance, and transportation.

## **1.2. Definitions (alphabetical).**

### **1.2.1. Terms Explained:**

1.2.1.1. Aerial Port of Debarkation (APOD). A three-position code which identifies the specific Air Mobility Command Aerial Port or commercial airport servicing the final destination.

1.2.1.2. Clear-Text Address. The complete mail and freight address, which includes the activity designation or name, of each DoD or other US Government organization (or contractor) assigned a DoD activity address code (DODAAC).

1.2.1.3. Consolidation and Containerization Point (CCP). A centralized location within the CONUS where shipments are sent for consolidation for overseas surface shipments. In the DODAAD, the AAC of the CCP is listed as the BBP or Break Bulk Point.

1.2.1.4. Defense Automatic Addressing System Center (DAASC). The DoD agency responsible for maintaining the DODAAD data base. Designated as control point for processing data received from all services and agencies into the DODAAD.

1.2.1.5. DoD Activity Address Code (DODAAC). A six-digit alphanumeric code used for providing a uniform method for controlling US Government assets and for recording transactions that reflect receipts and disposition of property transferred to control an activity.

1.2.1.6. DoD Activity Address Directory (DODAAD) DoDM 4000-25-6. A directory of AACs and corresponding organization addresses to which material, documentation, or billing is directed under the Defense Logistics Management System (DLMS). The DODAAD is published in microfiche each quarter, and distributed through publications channels. The DODAAD is produced in three parts -- code to name, zip code sequence, and civil agencies. Part 1, code to name, has the addresses arranged by the military services, other DoD agencies, and civil agencies, listed in DODAAC sequence. Part 2, zip code sequence, has the addresses for the military service, other DoD agencies, and civil agencies, listed in sequence by zip code. Part 3, contains activity address codes assigned to civil agency activities (non DoD).

1.2.1.7. DoD Activity Address File (DODAAF). This is the DoD master file maintained by DAASC for all DoD and military contractors DODAACs. It is an automated (tape) file updated by all of the DoD service points.

1.2.1.8. Effective Date. The assigned Julian date when an AAC becomes effective for use in a selected Military Standard Logistics System.

1.2.1.9. Service Point (SP). An activity within each participating military service or federal agency that is responsible for maintaining DODAAD data. (DODM 4000-25-6 contains a complete list of the DoD Service Points.)

1.2.1.10. Standard Point Location Code (SPLC). A six-digit number used to identify the geographic location of points originating and receiving freight.

1.2.1.11. Water Port of Debarkation (WPOD). A three-position code which identifies the Water Port servicing the final destination. (Source: DoDR 4500-32, Military Standard Transportation and Movement Procedures (MILSTAMP).)

### **1.2.2. Terms Explained Unique to the D035T--Air Force Data System:**

1.2.2.1. Capitalization Code. Identifies capitalization or non capitalization into Air Force stock fund.

1.2.2.2. Controlled DODAAC. Active DODAACs published in the DODAAD without clear-text addresses. Access to address is controlled. Contact point for address information is published in the DODAAD. It is assigned when:

- 1.2.2.2.1. Publishing the location or clear-text address of the activity would result in a possible security compromise.
- 1.2.2.2.2. A special project officer is controlling requisitions, etc.
- 1.2.2.3. Frequency of Reporting or Leveling Code. Identifies the frequency (daily, monthly, quarterly) of reporting and indicates the frequency for which stock levels are computed by an activity.
- 1.2.2.4. Geographic Area Code. One digit code that identifies the geographical location of an activity.
- 1.2.2.5. MAJCOM Code. Identifies an activity's major command.
- 1.2.2.6. Replacing Code. Identifies a previously valid AAC that was replaced by current DODAAC.
- 1.2.2.7. Reporting Code. Identifies an activity as either Stock Balance (SB) and Consumption Reporting (CR) or non reporting.
- 1.2.3. The DODAAD system provides identification codes, clear text addresses and selected data characteristics of organizational activities needed for requisitioning, marking, shipping document preparation, billing and similar applications. The DODAAF and DODAAD will be used by all DoD components and (by agreement) by the General Services Administration.
- 1.2.4. Each activity that receives, has custody, issues, or ships DoD assets is identified by a six-position alphanumeric AAC. These codes, clear-text addresses that apply and other pertinent data are maintained in the DODAAD system.
- 1.2.5. Air Force AACs also identify records of transactions involved in keeping account of DoD assets.

### **1.3. References.**

- 1.3.1. DoDM 4000-25-6, DoD Activity Address Directory (DODAAD).
- 1.3.2. DoDM 4000-25-8, Military Assistance Program Address Directory System (MAPAD).
- 1.3.3. AFMAN 23-110V1PT3 (formerly AFM 67-1, volume I, part three), chapters 5 and 6, Air Force stock fund procedures.
- 1.3.4. AFMAN 23-110V1PT4 (formerly AFM 67-1, volume I, part four), attachment 3, DODAAC/SRAN to Routing Identifier Code (RIC).
- 1.3.5. AFMAN 23-110V2PT1 (formerly AFM 67-1, volume II, part one), chapter 12, Stock Balance and Consumption Reporting (SB& CR)/Air Force Recoverable Assembly Management System (AFRAMS), manual supply accounts.
- 1.3.6. AFMAN 23-110V2PT2, chapter 19, SB& CR/AFRAMS reporting, automated accounts.

### **1.4. Procedures.**

- 1.4.1. Requesting a DODAAC account. Organizations should request new DODAAC accounts by routing the requests through the DODAAC monitor, then to the control office for the type of account indicated by paragraph 1.6. or in attachment 2. The control office will then forward the requests to HQ AFMC LSO/LOT, 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB OH 45433-5006 so that it can be processed.
- 1.4.2. Changes/deletions to an existing DODAAC account. Requests to have an address for a DODAAC changed or to have a DODAAC account deleted should be forwarded to the DODAAC monitor, then to the control office for the type of account indicated by paragraph 1.6. or in attachment 2. The control office will then forward the request to HQ AFMC LSO/LOT, 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB Ohio 45433-5006 so that it can be processed. For explicit instructions on how to change and/or delete a DODAAC, refer to paragraph 1.5.
- 1.4.3. DODAAC Monitor. MAJCOMs must appoint a DODAAC Monitor through whom all requests will be routed. Any changes in point of contact (POC), office symbol, and/or telephone number should be forwarded immediately in writing to the AF Service Point.

1.4.4. Special Accounts. Requests for "FN" and "FX" accounts will require HQ USAF/ILSP approval. Justification should include why other accounts (e.g., other standard base supply system (SBSS) accounts) are not available or suitable. The reason could be due to classified missions, non-standard/stock numbered materiel, etc. Requests for "FK" and "FV" munitions accounts must be submitted according to Chapter 6, AFI 21-204, Nuclear Weapon Procedures.

1.4.5. Air Force Stock Fund. All accounts will be capitalized into the Air Force Stock Fund (AFSF), except "FX" accounts, unless justified otherwise (see volume 1, part three, chapters 5 and 6 for AFSF procedures).

1.4.6. Stock Balance and Consumption Reports. All accounts indicated in attachment 2 will submit stock balance and consumption (SB&C) reports as follows, except "FX" accounts:

1.4.6.1. Daily (as transaction occurs) for expandability, recoverability, reparability category (ERRC) designators "XD1" and "XD2" AF centrally procured (CP) items.

1.4.6.2. Quarterly for ERRC "ND2" and "NF2" AF CP equipment only if not included in "FE" equipment management accounts.

1.4.7. Type Address Codes (TACs). The organization name and office symbol will be the first line of each address. The second line will reflect the "mark for" (MF), project or purpose. The final line will reflect either a nine-position zip code or a nine-position APO number (see AFDIR 37-135). Each TAC is limited to four lines, 35 positions per line. The Air Force Service Point for DODAACs may construct three different TACs from inputs by requesting information:

1.4.7.1. TAC 1 (mail). This address is not intended for administrative correspondence, but rather for parcel post shipments, transportation related documentation, or for billing purposes. Wherever possible, the TAC 1 address will contain street address and nine-digit zip code for stateside addresses, and unit/box number and nine-digit APO zip code for overseas addresses.

1.4.7.2. TAC 2 (freight). This address is the physical location, including street address, for delivery of cargo. The three-position aerial port code and water port codes must appear in all TAC 2 addresses for overseas locations. The aerial port is the nearest point the Air Mobility Command (AMC) will airlift cargo, and the codes appear in the AMC Sequence Listing for Traffic, Section III. The water port is the port where cargo departs the Military Sealift Command (MSC), and those codes appear in DoDR 4500-32 (MILSTAMP), Appendix B, Section IV.

1.4.7.3. TAC 3 (billing). The first line of the TAC 3 will be a six-position Accounting Disbursement Station Number (ADSN). Each request to establish a TAC 3 must contain the appropriate ADSN.

1.4.8. Classified Missions. If the mission is classified, a controlled account is assigned. Instead of a clear text address, the DODAAD directs the shipper to call a Defense Switched Network (DSN) telephone number for shipping instructions. Requests for controlled accounts should be classified and be submitted through the same processing points as unclassified accounts. Do not provide shipping instructions by telephone. Instructions requested should be forwarded by correspondence, as the controlled account number and its clear text address are not to be associated. An option is to use a "mark for" and forwarding agent at the nearest point or port of debarkation.

1.4.9. Facility and Resources. Before requesting an account, arrangements must be made for facilities, manpower, computer/accounting resources, and DDN access. If requesting a new Standard Base Supply System (SBSS) account, satellite, or if rehomeing an existing account, coordination should be made with the Standard Systems Group (SSG/ILS), 200 E Moore Dr, Maxwell AFB Gunter Annex AL 36114-3004, DSN 596-4158.

1.4.10. Annual Validation. DODAACs are reviewed and validated annually. The AF Service Point sends a code extract of the D035T system records to the DODAAC monitor. This extract (or listing) needs to be annotated with validated corrections and returned. Changes of a periodic nature should be reported as they occur through the DODAAC monitor to the control office for the type account, as indicated in attachment 2.

## **1.5. Establishing and Changing DODAACs.**

### **1.5.1. To establish a DODAAC:**

1.5.1.1. State type account requested. Forward request to the DODAAC Monitor for coordination/ approval. The request will then be sent to the responsible control office for additional coordination/approval by the control office (see attachment 2).

1.5.1.2. State if a MILSTRIP routing identifier code (RIC) is required (does not normally apply to "EY," "EZ," or "FY" accounts or to those serving other than a MILSTRIP need). "FY" station numbers are not authorized, by definition, for requisitioning but are to be utilized as a supplemental or ship-to address only (positions 45-50).

1.5.1.3. Requester's organization and address (see para. 1.4.7. above).

1.5.1.4. Parent command; host command.

1.5.1.5. Justification (why needed and assurance that this will not represent a duplication of existing capability which could be used).

1.5.1.6. Information required for contractor accounts only:

1.5.1.6.1. Name of contractor.

1.5.1.6.2. Complete address where government materiel will be shipped.

1.5.1.6.3. Air Force contract number.

1.5.1.6.4. Justification (why needed and assurance that this will not represent a duplication of existing capability which could be used). Justification should include information that MILSTRIP procedures will be used or that contract authorizes GFE/GFM to be provided to the contractor or if MILSTRIP procedures will be used.

1.5.1.6.5. Type of contract (specify from the following):

1.5.1.6.5.1. Production.

1.5.1.6.5.2. Research/Development.

1.5.1.6.5.3. Testing.

1.5.1.6.5.4. Interim Contractor Support.

1.5.1.6.5.5. Contractor Logistics Support.

1.5.1.6.5.6. Repair/Overhaul.

1.5.1.6.5.7. Modification.

1.5.1.6.5.8. Operations/Service.

1.5.1.6.5.9. Total Contract Training.

1.5.1.6.6. Termination/completion date of contract. (NOTE: If renewal is not received, account will be canceled upon contract termination date.)

1.5.1.6.7. Contract administrative office, address, telephone number, and name of contracting officer or administrative contracting officer. NOTE: The DODAAC request letter must be signed either by the contracting officer or the administrative contracting officer (ACO). If the request is faxed to the DODAAC monitor, an original letter must follow within seven days as an original signature must be on file. The ACO is responsible for requesting EY and EZ codes from the AF Service Point when they are required and have not been included in the contract file.

### **1.5.2. To change or delete an account:**

1.5.2.1. A request to change or delete a DODAAC should be forwarded to the DODAAC monitor for approval and/or coordination. The monitor will then forward the request to the responsible control office (see attachment 2) for further coordination. The request is then forwarded to HQ AFMC LSO/LOTC for action.

1.5.2.2. Nature of change (merger of accounts, or similar circumstances). Accounts which are merged or consolidated with other accounts will remain open for receipts only for six months to close out the account. Cancellation of backorders will be automatic after six months.

1.5.2.3. An audit is not required to delete an account; however, auditor general personnel should be made aware of the opportunity to audit accounts being inactivated. Notification of an account deactivation should be provided as soon as known to the local servicing auditor.

## **1.6. Types of DODAACs/Station Numbers/SRANs.**

1.6.1. FA (Administrative Reporting). Nonaccountable; SB&CR is not required. Examples of use: financial reporting, materiel deficiency reports (MDR), and interservice support agreements. Control office is HQ AFMC/LSO/LOTLC.

1.6.2. FB (Base Supply). Accountable; subject to SB&CR. They are assigned to both military and contractor operated base supply, including host and satellite type accounts. "FB" satellite accounts will have system designators in the "A" series. Air National Guard (ANG) requests for satellite or host accounts must be submitted to ANGRC/ LGSP, Andrews AFB DC 20762-5157. Control office is HQ AFMC/LSO/LOTLC.

1.6.3. FC (Civil Engineer). Accountable; SB&CR is not required. They are used for local requisitions to base contracting in support of the Civil Engineer Materiel Acquisition System (CEMAS). Control office is HQ AFMC/LSO/LOTLC.

1.6.4. FD (ALC Depot). Accountable; subject to SB&CR. Control office is HQ AFMC/LSO/LOTLC.

1.6.5. FE (Base Equipment). Accountable; SB&CR is not required. Control office HQ AFMC/ LSO/LOTLC.

1.6.6. FF (Morale, Welfare and Recreation [MWR]). Accountable; SB&CR is not required. Formal accounting records, requisitioning, shipping and transportation, and billing for nonappropriated and appropriated funds, including the requisitioning of surplus property. Control office is HQ AFSVA/SVPCO, Randolph AFB TX 78150-4138.

1.6.7. FG (Satellite/Manual). Accountable. Subject to SB&CR when used for system designators "B" and "C" satellites to a host SBSS. Separate "FG" accounts will be assigned system designators "B1," "B2," "C1," etc. These "FG" accounts will be capitalized into the Air Force Supply Management Business Area (AFSMBA) of/under the Defense Business Operations Fund (DBOF) [formerly the Air Force Stock Fund, AFSF]. ANG requests must be processed through the ANGRC/ LGSP, Andrews AFB MD 20762-5157, SSG/ILSP, Gunter AFB AL needs to be advised of satellite status for publication in AFMAN 23-110V2PT2, Chapter 1, Section D.

1.6.7.1. "FG" manual accounts may be requested when special conditions dictate obtaining stationary and housekeeping supplies from General Services Administration (GSA)/DoD service outlet stores, according to paragraph 1.6.7.4. below.

1.6.7.2. In this case the account will not be capitalized in the AFSMBA (formerly AFSF) and Operations and Maintenance (O&M) or other than AFSMBA must be used.

1.6.7.3. "FG" accounts will be assigned to industrial laundries which are under AFR 170-10, Air Force Industrial Fund, accounting procedures. "FG" accounts will be assigned to Air Force Museums for withdrawal of items from the Defense Reutilization and Marketing Office (DRMO) according to DODM 4160-21, Defense Reutilization and Marketing Manual, Chapter XII, para. J.

1.6.7.4. "FG" expense accounts (see above paragraph 1.5.7.1.) will be justified. Justification must indicate that tenant and interservice support (AFI 25-201, Support Agreements Procedures) is impractical/uneconomical, compared to buying from a GSA or DoD service retail store. Local purchase is limited by Volume 1, part one, chapter 8.

1.6.7.5. All manual accounts (excludes satellite) must be managed according to AFMAN 23-110V2PT2 and paragraphs 1.3.8. and 1.4.5., this chapter, must be considered when requesting "FG" accounts. Control office is HQ AFMC/LSO/LOTLC, 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB, OH 45433-5006.

1.6.8. FJ (Engine Management). FJ2031 is accountable for assets in other "FJ" accounts worldwide; SB&CR is not required. Control office is OC-ALC/TILCS, Tinker AFB OK 73145-8806.

1.6.9. FK (Munitions). Accountable; subject to SB&CR. "FK" accounts will submit an SB&CR for nuclear items not reported in the Controlled Item Report, RCS: MTC-DR(AR)8402 to SA-ALC/SWRDE, Kelly AFB TX 78241-5000. Conventional munitions not reported on the USAF Ammunition Transaction Report, RCS: HAF-LGS(D)7109 will be SB&SC reported to the Item Management Specialist (IMS). Control office is HQ AFMC/DRWO, Wright-Patterson AFB OH 45433-5006.

1.6.9.1. Requests for "FK" accounts will be submitted according to AFI 21-204. Requests for more than one "FK" account per base will not be honored unless accompanied by complete justification and explanation why the host "FK" DODAAC will not meet the requirement.

1.6.9.2. Air Force bases may account for limited quantities of small arms ammunition on the "FB" account when an "FK" account is not assigned nor warranted due to business volume.

1.6.10. FL (Library). Accountable; SB&CR is not required. Control office is HQ AFSVA/SVPAL, Randolph AFB TX 78150-4534.

1.6.11. FM (Medical Supply). Accountable; SB&CR is not required. Control office is AFMSA/SGSLP, Brooks AFB TX 78235-5138.

1.6.12. FN (Specialty). Accountable; subject to SB&CR. Assigned only to activities having special equipment (e.g., non-standard/limited application) and not conducive for other DODAAC accounting. Ultimate approval by HQ USAF/ILSP, Washington DC 20330-5000. Control office is HQ AFMC/LSO/LOTG.

1.6.13. FP (Fuel Supply). Accountable; SB&CR is not required. For aviation fuels, missile propellants, oxidizers, and pressurants capitalized in the fuels division, AF stock fund (volume I, part three, chapter 1). Control office is SA-ALC/SFR, Kelly AFB TX 78241-5603.

1.6.14. FR (Reclamation and Demilitarization). Accountable; SB&CR is not required. Intrabase aggregation account for aircraft and weapon systems undergoing reclamation and demilitarization prior to transfer to the DRMO. Save-list items are turned in to wholesale "FD" or retail "FB" accounts. Excess and Surplus Materiel at Disposal Activities reports, RCS: DD-A&T(Q)496, are made to HQ AFMC/LSO/LOTG. Control office is HQ AFMC/LSO/LOTG.

1.6.15. FS (Troop Issue). Accountable; SB&CR is not required. Control office is HQ AFSVA/SVPCO, San Antonio TX 78216-4138.

1.6.16. FT (Resale Food Services/Dining Facilities). Accountable; SB&CR is not required. Control office is HQ AFSVA/SVPCO, San Antonio TX 78216-4138.

1.6.17. FU (Desktop IV or Other Computer Equipment Purchases). Nonaccountable; SB& CR is not required. This code is required in block 14 of the DD Form 1155 when Desktop IV or other computer equipment is procured, and when administration of the contract is assigned to Defense Contract Management and Administration Offices. Control office is HQ AFMC/LSO/LOTG.

1.6.18. FV (Munitions). Accountable; SB&CR is not required. Reserved for HQ AFMC aviation depot squadrons according to procedures in AFI 21-204, chapter 6. Control office is HQ AFMC/DRWO.

1.6.19. FW (Weapon System). Accountable; subject to SB&CR. HQ AFMC materiel aggregation accounts for selected weapon systems. Control office is HQ AFMC/LSO/LOTG.

1.6.20. FX (Miscellaneous). Accountable; SB& CR is not required. Assigned only to activities having special equipment (e.g., non-standard/limited application), or classified missions precluding SB&CR, and not conducive for other DODAAC accounting. Ultimate approval by HQ USAF/ILSP, Washington DC 20330. Control office is HQ AFMC/LSO/LOTG.

1.6.21. FY (Ship-To Address). Nonaccountable; SB&CR is not required. Supplementary address (columns 45-50) used when an activity other than the requisitioner (columns 31-35) is the desired consignee (ship to) and/or the intended bill-to address; and assigned contract administration offices according to DODM 4105-63SUP2, MILSCAP. Control office is HQ AFMC LSO/LOTG.

- 1.6.22. FZ (Ground Fuel). Nonaccountable; SB&CR is not required. The activity numbers are computer generated to identify ground fuels for financial accounting and not used for any other purpose. Control office is SA-ALC/SFR, Kelly AFB TX 78241-5603.
- 1.6.23. F (Accounting and Disbursing Station Numbers--ADSN). Non-accountable; SB&CR is not required, not to be used for requisitioning, shipping, or other purposes. Control office is DFAS-DE/ANBC, Denver CO 80279-8000.
- 1.6.24. EJ (Contractor, Engine). Accountable by contractor; SB&CR is not required. Used for new production and repair shipping documents and reporting. Control office is OC-ALC/TILCS, Tinker AFB OK 73145-8806.
- 1.6.25. EP (NATO Pipeline; Defense Fuel Supply Center [DFSC]). Non-accountable; SB&CR is not required. Used overseas for bulk fuels owned by DFSC. Control office is SA-ALC/SFR, Kelly AFB TX 78241-5603.
- 1.6.26. EY (Contractor, Production). Accountable by contractor; SB&CR is not required. Used for production/manufacturing, research and development, test, interim contractor support (ICS) contracts, contractor logistics support (CLS) contracts (EEIC 578), total contract training (TCT) contracts, and operations and maintenance contracts, provided GFE/GFM, according to Federal Acquisition Regulation (FAR), section XIII, when MILSTRIP procedures are employed in requisitioning. Contractor operated base supply functions are not authorized an EY account but are assigned an FB account, the same as for military/U.S. civil service managed accounts. Other contractors will be identified on procurement documents by the codes published in MILSCAP H8-1/H8-2, Handbook of Nongovernment Organizations. Control office is HQ AFMC LSO/LOTC.
- 1.6.27. EZ (Contractor, Repair). Accountable by contractor; SB&CR is not required. Used for repair, overhaul or modification when GFE/GFM/government-furnished property (GFP) is provided and MILSTRIP procedures are employed in requisitioning and for repair contractors (Reparable Item Movement Control System, chapter 3). Control office is HQ AFMC LSO/LOTC.
- 1.6.28. JM (Defense Mapping Agency [DMA]). Nonaccountable; SB&CR is not required. To requisition aeronautical, nautical and topographic maps, charts and related publications from DMA. Control office is HQ AFMC LSO/LOTC.
- 1.6.28.1. In order to eliminate duplication and preclude an unmanageable number of accounts, activities are limited in obtaining permanent JM accounts. The following guidelines apply:
- 1.6.28.1.1. Only units with a large volume of recurring requirements will be issued their own JM accounts.
- 1.6.28.1.2. Units requiring flight publications affecting safety can be issued their own JM accounts, provided no other nearby unit with similar DMA requirements can support them.
- 1.6.28.1.3. Units requiring maps, charts, etc., on a non-recurring basis or who have a one-time requirement will be referred to other base units who already have JM accounts, such as the Publications Distribution Office (PDO), Base Operations, or Intelligence.
- 1.6.28.1.4. Base PDOs or Intelligence offices should be able to support units who only have requirements for the Foreign Clearance Guide.
- 1.6.28.2. All DMA requirements and requests for products should cite the JM DODAAC, and be sent to: DMA/OCIC, 6001 McArthur Blvd, Bethesda MD 20816-5001.

## **1.7. Change of Accountable Officers.**

- 1.7.1. When the accountable officer of an accountable DODAAC is replaced by a newly designated accountable officer, a certificate of transfer of the account will be accomplished. See Figure 1.1. and 1.2. The certificate will be signed by both the relieved and successor officers:
- 1.7.1.1. One copy of the certificate of transfer will be retained by the officer being relieved of accountability and one copy will be filed with the accountable records (disposition in accordance with AFI 37-138, Records Disposition--Procedures and Responsibilities).



1.7.1.2. Before the present accountable officer is relieved from accountability, the installation or wing commander, dependent on the chain of command, will determine if any conditions exist which would preclude relief from accountability or require board or survey action against the officer.

1.7.1.3. In the case of an SBSS transfer, the consolidated inventory adjustment document register (M10) will be processed as outlined in AFMAN 23-110V2PT2, chapter 20.

1.7.1.4. The director of logistics (LG) within HQ AFMC at the ALCs has the authority to sign as the approving official on certificates of transfer of accountable officers within that LG.

**Figure 1.1. Certificate of Transfer of Account (for SBSS Accounts).**

\_\_\_\_\_ 19 \_\_\_\_

I certify that the balance shown on the records of activity/DODAAC \_\_\_\_\_, as of the above date, the last document number \_\_\_\_\_ and last transaction number \_\_\_\_\_ as indicated on the attached control record data print-out, is true and correct to the best of my knowledge and belief and that the property has been this date turned over to \_\_\_\_\_ pursuant to \_\_\_\_\_.

I certify that I have received this date from \_\_\_\_\_ predecessor, all property pertaining to the above designated activity/DODAAC for which my said predecessor was accountable, plus all proper charges against and less all authorized credits to my predecessor's activity/DODAAC, last document number \_\_\_\_\_ and last transaction number \_\_\_\_\_ and that I have assumed this date accountability for the property pertaining to this activity/DODAAC.

APPROVED: \_\_\_\_\_

**Figure 1.2. Certificate of Transfer of Account (for Manual/Other than SBSS Accounts).**

\_\_\_\_\_ 19 \_\_\_\_

I certify that the balance shown on the records of activity/DODAAC \_\_\_\_\_ as of the above date and the last document number \_\_\_\_\_ dated \_\_\_\_\_ 19\_\_\_\_ is true and correct to the best of my knowledge and belief and that the property has been turned over this date to \_\_\_\_\_ pursuant to \_\_\_\_\_.

I certify that I have received this date from \_\_\_\_\_ predecessor, all property pertaining to the above designated activity/DODAAC for which my said predecessor was accountable, plus all proper charges against and less all authorized credits to my predecessor's activity/DODAAC to the last document number \_\_\_\_\_ dated \_\_\_\_\_ 19\_\_\_\_ and that I have assumed this date accountability for the property pertaining to this activity/ DODAAC.

APPROVED: \_\_\_\_\_

**Attachment 1A-1**  
**MAJCOM MONITORS**

1. HQ USAFA/LGSE, 8110 Industrial Dr STE127, Colorado Springs CO 80840-2305.
2. HQ USAFE/LGSPC, Unit 3050 Box 105, APO AE 09094-0105.
3. DFAS-DE/ANBC, 6760 E Irvington Place, Denver CO 80279-8000.
4. HQ AFMC/LSO/LOTG, 4375 Chidlaw Rd STE 6, Wright-Patterson AFB OH 45433-5006.
5. HQ AETC/LGSP, 1850 1st Street West, Randolph AFB TX 78150-4440.
6. HQ AFRES/LGSMP, 155 2nd St, Robins AFB GA 31098-1635.
7. HQ AFSPC/LGSW, 150 Vandenberg St STE 1105, Peterson AFB CO 80914-4390.
8. HQ AMC/LGSMSP, 402 Scott Dr Unit 2A2, Scott AFB IL 62225-5308.
9. HQ PACAF/LGSPP, 25 E St STE I-326, Hickam AFB HI 96853-5426.
10. HQ ACC/LGSSW, 130 Douglas St STE 210, Langley AFB VA 23665-2791.
11. AFCSS/LGSWW, 220 Sweeney Blvd STE 109, Langley AFB VA 23665-2765. For contingency accounts only.
12. HQ AIA/LGSP, 102 Hall Blvd STE 258, San Antonio TX 78243-7030.
13. AFSOC/LGRSW, 100 Bartley St STE 301, Hurlburt Field FL 32544-5273.
14. HQ AFISA/XP, Bldg 1930, Ft. Belvoir VA 22060-5788.
15. HQ AFOSI/LGSC, Bldg 626 Duncan Ave, Bolling AFB DC 20332-6001.
16. HQ AFCESA/DMGLS, 139 Barnes Dr, Tyndall AFB FL 32403-5319.
17. HQ AFBS/LGS, 1015 Billy Mitchell, Kelly AFB TX 78241-5601.
18. US CENTRAL COMMAND, ATTN: CCJ4/7-SA, 7115 S. Boundary Blvd, MacDill AFB FL 33621-5101.
19. JCSE/LGS, 8532 Mariner Bay Dr, Macdill AFB FL 33621-5504.
20. AFMLO/FOR, 1423 Sultan St., Ft Detrick MD 21702-5006.
21. ANGRC/LGSP, 3500 Fetchet Ave, Andrews AFB DC 20762-5157.
22. DMA/AQM, M/S A-3, 8613 Lee Hwy, Fairfax VA 22031-2137.
23. HQ AFC4A/SYAW, 203 W Losey St, Rm 1020, Scott AFB IL 62225-5219.

**Attachment 1A-2**  
**TYPES OF DODAACs AND CONTROL OFFICES**

Types	Title	Reporting	Accountable SB & CR	Control Office/ Accountable	Special Instructions
EJ	Contractor	No	According to terms of contract	OC-ALC/TILC Tinker AFB OK 73145-8806	Engine reporting from commercial Contractor
EP	Contractor	No	No	SA-ALC/SFR Kelly AFB TX 78241-5603	Bulk fuels owned by Defense Fuels Supply Center (DFSC)
EY	Contractor	No	According to terms of contract	HQ AFMC LSO/LOT WPAFB OH 45433-5006	Not restrictive as to type of property
EZ	Contractor	Yes	According to terms of contract	HQ AFMC LSO/LOT WPAFB OH 45433-5006	Not restrictive as to type of property
FA	Administra- tive Reporting	No	No	HQ AFMC/ LSO/LOT WPAFB OH 45433-5006	
FB	Base Supply	Yes	Yes	HQ AFMC/ LSO/LOT WPAFB OH 45433-5006	SBSS accounts including military and contractor
FC	Civil Engineering	No	Yes	HQ AFMC/ LSO/LOT WPAFB OH 45433-5006	Civil Engineer Materiel Acquisition System (CEMAS) support
FD	ALC (IM)	Yes	Yes	HQ AFMC/ LSO/LOT WPAFB OH 45433-5006	Not restrictive as to type of property
FE	Base Equip Mgmt System	No	Yes	HQ AFMC/ LSO/LOT WPAFB OH 45433-5006	Not expendable materiel
FF	Morale, Welfare & Recreation	No	Yes	HQ AFSVA/ SVPCO Randolph AFB TX 78150- 4138	Not restrictive as to type of property
FG	Satellites (by support activity)	Yes	Yes	HQ AFMC/ LSO/LOT WPAFB OH 45433-5006	Not restrictive as to type of property
FJ	Engine	No	No	OC-ALC/TILC Tinker AFB OK 73145-8806	Complete propulsion units in FSCs 2810, 2835, 2840 & 2845
FK	Munitions	Yes	Yes	HQ AFMC/ DRWO WPAFB OH 45433-5006	Nuclear and non- nuclear munitions
FL	Library	No	Yes	HQ AFSVA/ SVPAL	

				Randolph AFB TX 78150-4534	
FM	Medical	No	Yes	AFMSA/SGSLP Brooks AFB TX 78235-5138	
FN	Specialty	Yes	Yes	HQ AFMC/ LSO/LOT WPAFB OH 45433-5006	Not restrictive as to type of property
FP	Fuel Supply	No	Yes	SA-ALC/SFR Kelly AFB TX 78241-5603	Bulk petroleum and missile fuels
FR	Reclamation & Demilitarization	No	Yes	HQ AFMC/ LSO/LOT WPAFB OH 45433-5006	Not restrictive as to type of property
FU	Desktop IV Computer Equipment	No	No	HQ AFMC/ LSO/LOT WPAFB OH 45433-5006	This code is to be used in block 14 of DD Form 1155 when desktop computer equipment is procured and when administration of the contract is assigned to the Defense Contract Management Command
FV	Munitions	Yes	Yes	HQ AFMC/ DRWO WPAFB OH 45433-5006	Nuclear Ordnance Commodity Management items
FW	Weapons	Yes	Yes	HQ AFMC/ LSO/LOT WPAFB OH 45433-5006	Not restrictive as to type of property
FX	Miscellaneous	No	Yes	HQ AFMC/ LSO/LOT WPAFB OH 45433-5006	Not restrictive as to type of property
FY	Ship-to/ Supplemental Address	No	No	HQ AFMC LSO/LOT WPAFB OH 45433-5006	Assigned when the receiving activity is different from the accountable activity
FZ	Ground Fuels	No	No	SA-ALC/SFR Kelly AFB TX 78241-5603	Not restrictive as to type of property
F_* (* Numeric 0 thru 9)	Accounting Station Identity	No	No	DFAS-DE/ANBC Denver CO 80279-8000	
JM	Defense Mapping Agency	No	No	HQ AFMC LSO/LOT WPAFB OH 45433-5006	To requisition aeronautical, nautical, topographical maps,

	(DMA)				charts, and related publications. Requirements/ requests should be sent to DMA/ OCIC, Bethesda MD 20816-5001
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**Attachment 1A-3**  
**ACTIVITY SERIAL NUMBERS**

**1A3.1.** The following activity serial numbers are assigned to a command or activity. They are used as the last four digits of the DODAAC (does not apply to "EY," "EZ," or "FY" accounts).

SERIES	COMMAND OR ACTIVITY TO WHICH ASSIGNED
0001-1999	Air Force Station/Contractor
2000-2284	Air Force Materiel Command
2000-2019	Newark AFS
2020-2029	Ogden ALC
2030-2039	Oklahoma City ALC
2040-2049	Sacramento ALC
2050-2059	San Antonio ALC
2060-2069	Warner Robins ALC
2070-2079	Reserved for Expansion
2080-2089	Reserved for Expansion
2090-2099	Reserved for Expansion
2100-2179	Reserved for Expansion
2180-2199	Reserved for Expansion
2200-2284	Reserved for Expansion
2285-2299	Air Force Materiel Command
2300-2399	Air Force Materiel Command
2400-2499	Office for Aerospace Research
2500-2599	HQ AFSPACECOM
2600-2624	AF Inspection & Safety Center
2625-2649	Air Force Operational Test & Evaluation Center (AFOTEC)
2650-2699	AF Audit Agency
2700-2799	AF Office of Special Investigation
2800-2809	AF Engineering/Services Agency
2830-2839	AF Legal Services Center
2840-2859	AF Service Information & News Center
2860-2869	AF Operations Staff
2870-2879	Defense Audiovisual Agency
2880-2889	Military Assistance Program (MAP)
2890-2899	Reserved for Expansion
2900-2999	Reserved for Expansion
3000-3099	Air Education and Training Command (AETC)
3100-3124	Reserved for Expansion
3125-3299	Reserved for Expansion
3300-3399	Air University
3400-3999	Reserved for Expansion
4000-4399	Reserved for Expansion
4400-4499	Air Mobility Command

4500-4799	Air Combat Command
4800-4899	Air Combat Command
4900-4910	Joint Communications Support Element (JCSE)
4911-4999	US Central Command
5000-5099	Pacific Air Force
5100-5184	Air Intelligence Agency
5185-5199	Reserved for Expansion
5200-5299	Pacific Air Force
5300-5699	United States Air Force In Europe
5700-5999	Reserved for Expansion
5800-5899	ACC Contingency (AFCSS)
6000-6009	National Guard Bureau
6010-6019	Alabama ANG
6020-6029	Arizona ANG
6030-6039	Arkansas ANG
6040-6059	California ANG
6060-6069	Colorado ANG
6070-6079	Connecticut ANG
6080-6089	Delaware ANG
6090-6099	Florida ANG
6100-6109	Georgia ANG
6110-6119	Idaho ANG
6120-6129	Illinois ANG
6130-6139	Indiana ANG
6140-6149	Iowa ANG
6150-6159	Kansas ANG
6160-6169	Kentucky ANG
6170-6179	Louisiana ANG
6180-6189	Maine ANG
6190-6199	Maryland ANG
6200-6219	Massachusetts ANG
6220-6229	Michigan ANG
6230-6239	Minnesota ANG
6240-6249	Mississippi ANG
6250-6259	Missouri ANG
6260-6269	Montana ANG
6270-6279	Nebraska ANG
6280-6289	Nevada ANG
6290-6299	New Hampshire ANG
6300-6309	New Jersey ANG
6310-6319	New Mexico ANG
6320-6329	New York ANG
6330-6339	North Carolina ANG



6340-6349	North Dakota ANG
6350-6369	Ohio ANG
6370-6379	Oregon ANG
6380-6389	Pennsylvania ANG
6390-6399	Rhode Island ANG
6400-6409	South Carolina ANG
6410-6419	South Dakota ANG
6420-6429	Tennessee ANG
6430-6439	Texas ANG
6440-6449	Utah ANG
6450-6459	Vermont ANG
6460-6469	Virginia ANG
6470-6479	Washington ANG
6480-6499	West Virginia ANG
6500-6509	Wisconsin ANG
6510-6519	District of Columbia ANG
6520-6529	Alaska ANG
6530-6539	Hawaii ANG
6540-6549	Puerto Rico ANG
6550-6559	Reserved for Expansion
6560-6569	Oklahoma ANG
6570-6599	USAF Military Personnel Center
6600-6799	Air Force Reserve
6800-6994	Reserved for Expansion
6995-6999	Air Force Materiel Command
7000-7009	USAF Academy
7010-7019	HQ USAF
7020-7024	Defense Mapping Agency
7025-7039	Air Intelligence Agency (AIA)
7040-7044	AF Accounting & Finance Center
7045-7049	Air Intelligence Agency (AIA)
7050-7059	HQ USAF
7060-8999	Reserved for Expansion
9000-9299	Food Services - Appropriated Fund Dining Facilities
9300-9399	Food Services - Hospital Dining Facilities
9400-9699	Food Services - Child Care Facilities
9700-9900	Food Services - Nonappropriated Fund Activities